



STATE OF CALIFORNIA
EXAMINATION ANNOUNCEMENT
SKILLED LABORER
OPEN MULTI-DEPARTMENTAL
Department of Parks and Recreation
Department of State Hospitals



ONE DAY FILE IN PERSON

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

REQUIRED DOCUMENTATION

In order to be considered for this examination, the following items must be filed in person at one of the File-In-Person locations/dates provided in the **"Where to Apply"** section of this announcement:

1. **Examination/Employment Application (STD 678)**
<https://www.jobs.ca.gov/pdf/std678.pdf>
2. **Conditions of Employment**
<http://www.parks.ca.gov/pages/736/files/Conditions%20of%20Employment.pdf>

POSITIONS EXIST

Statewide

SALARY RANGE

A: \$3143 - \$3610
B: \$3438 - \$3958

WHO SHOULD APPLY

Applicants who meet the requirements as stated in the **"Minimum Qualifications"** section of this announcement. Applications will not be accepted on a promotional basis.

FILING INSTRUCTIONS

This is a one day File-in-Person process only. Each competitor must file their application in person, between the hours of 8:00 a.m. to 4:00 p.m. at one of the File-In-Person locations/dates provided in the **"Where to Apply"** section of this announcement. Applicants who arrive at the check-in station after 4:00 p.m. will not be admitted into the exam. This is an outdoor event. You must wear closed toed shoes and bring sun screen and water for your own convenience.

APPLICANTS MUST PROVIDE PROOF OF IDENTIFICATION IN ORDER TO FILE THEIR APPLICATION. Accepted forms of identification are (1) a signed photo identification card (i.e. driver license); or (2) two forms of signed identification.

Applications filed by another person, by mail, by fax, by e-mail, or submitted prior to or after the one day file-in-person dates will not be accepted for any reason. Applications sent via regular, office or interoffice mail will not be accepted and cannot be returned pursuant to California Code of Regulations §174.

Applications (STD. 678) are also available at California Department of Human Resources website www.jobs.ca.gov or Department of Parks and Recreation's website at www.parks.ca.gov.

Exam Title: Skilled Laborer
Exam Code: 6PR05-02
Class Code: 6212 Schem Code: PA70

Release Date: July 6, 2016
Final Filing Date: August 11, 2016

FILING INSTRUCTIONS (continued)

Applications **must** include the following information in the section titled “**Examination(s) or Job Title(s) for which you are applying**”:

- Examination title ‘**Skilled Laborer**’
- Exam Code (**6PR05-02**)

Note: Only applications for the *Skilled Laborer classification* will be accepted. If you are applying for multiple examinations you **must file a separate application for each one**. Failure to do so will result in the rejection of your application from this examination.

WHERE TO APPLY

Applications **must be filed** between the hours of 8:00 a.m. – 4:00 p.m. at one of the following locations:

File-in-Person Date: July 28, 2016

Department of Parks and Recreation
North Coast Redwoods District
3431 Fort Ave
Eureka, CA 95503

File-in-Person Date: August 01, 2016

Department of Parks and Recreation
Lake Perris State Recreation Area
1780 Lake Perris Drive
Perris, CA 92571-8400

File-in-Person Date: August 04, 2016

Department of Parks and Recreation
Hungry Valley SVRA
46001 Orwin Way
Gorman, CA 93243

File-in-Person Date: August 08, 2016

Department of Parks and Recreation
Santa Cruz District
303 Big Trees Park Rd.
Felton, CA 95018

File-in-Person Date: August 11, 2016

Department of Parks and Recreation
Golds Fields District
7755 Folsom Auburn Rd.
Folsom, CA 95630

Note: A candidate can only submit one application for this examination.

WRITTEN TEST

Written Test: Applications will be reviewed at one of the File-in-Person locations above; only qualified candidates will be scheduled for the written exam which will be administered on the same day.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment application. The Selections Unit will make special testing arrangements accordingly.

ELIGIBLE LIST INFORMATION

A departmental statewide eligible list will be established for the **Department of Parks and Recreation** and the **Department of State Hospitals**. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications for this examination by the File-in-Person date.

All applications/resumes must include “from” and “to” employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

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MINIMUM QUALIFICATIONS

Ability to read and write English at a level required for successful job performance. **AND**

Experience: Six months in building or mechanical work.

POSITION DESCRIPTION

Under supervision, to do miscellaneous skilled labor other than that required to be done by a craftsperson; may instruct, lead or supervise inmates, wards or resident workers; and do other related work, tools, and equipment; cleans up after a job has been completed; assists maintenance work.

CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

EXAMINATION INFORMATION

This exam will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO ARE NOT PRESENT FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

EXAMINATION SCOPE:

A. Knowledge of:

1. Maintaining tools, machinery, and equipment in good repair and condition.
2. Tools, materials, methods, and terminology used in the building and mechanical trades.

B. Ability to:

1. Demonstrate mechanical aptitude.
2. Do manual labor.
3. Follow oral directions.

SPECIAL PERSONAL CHARACTERISTIC

Willingness to do manual labor

VETERANS' PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits are not granted in open examinations.

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GENERAL INFORMATION

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR1093](#)), which is available at <https://jobs.ca.gov/job/veteransinformation>, and the Department of Veterans Affairs.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 654-9420
TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)